

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Works	(2) MEETING DATE 7/12/2016	(3) CONTACT/PHONE Annette Young, Administrative Services Manager (805) 781-5250	
(4) SUBJECT Request to amend the FY 2016-17 Fixed Asset List for Fund Center 405 – Public Works Internal Service Fund to add three printer/copier/scanner machines at a cost of \$21,000 (\$7,000 each). All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board authorize a change to the FY 2016-17 Public Works Internal Service Fund (ISF) list of authorized fixed assets to include the addition of three printer/copier/scanner machines. The estimated cost is \$7,000 each, for a total cost of \$21,000 and will be funded by the ISF equipment replacement reserves.			
(6) FUNDING SOURCE(S) Internal Service Fund Equipment Replacement Reserves	(7) CURRENT YEAR FINANCIAL IMPACT \$21,000.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim			
(18) SUPERVISOR DISTRICT(S) All Districts			

Reference: 16JUL12-C-7

## County of San Luis Obispo



TO: Board of Supervisors

FROM: Public Works

Annette Young, Administrative Services Manager

VIA: Straith Smith Zanartu, Finance Division Manager

DATE: 7/12/2016

SUBJECT: Request to amend the FY 2016-17 Fixed Asset List for Fund Center 405 – Public Works Internal Service Fund to add three printer/copier/scanner machines at a cost of \$21,000 (\$7,000 each). All Districts.

### **RECOMMENDATION**

It is recommended that the Board authorize a change to the FY 2016-17 Public Works Internal Service Fund (ISF) list of authorized fixed assets to include the addition of three printer/copier/scanner machines. The estimated cost is \$7,000 each, for a total cost of \$21,000 and will be funded by the ISF equipment replacement reserves.

### **DISCUSSION**

Public Works planned to independently purchase three new printers/copier/scanner machines for our downtown offices, however we were recently informed that a new company (Ultrex) won the County contract for printers and copiers. In the past, the printers we purchased from the prior vendor were under \$5,000 and weren't classified as fixed assets. Since the price from the new vendor is over \$5,000, we need to add the printers to our current fixed asset list.

Public Works will be purchasing these newer printers for department's downtown offices, where most of the printing is done. Additionally, this will enable the department to move three smaller printers currently in the downtown offices to remote work sites that do not have an all-in-one device (color prints, copies, scanning, and fax).

### **OTHER AGENCY INVOLVEMENT/IMPACT**

N/A

### **FINANCIAL CONSIDERATIONS**

The cost of each printer is estimated to be \$7,000, for a total cost of \$21,000. The funding will come from the ISF equipment replacement reserves. No general fund money is required.

## **RESULTS**

The purchases will help expedite work flow in Public Works downtown offices where the largest volume of print jobs takes place, as well as repurpose existing equipment and improve services at remote work locations.

File: CF 460.10.01

Reference: 16JUL12-C-7

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